

State of Rhode Island
Department of Administration

INTER-OFFICE MEMORANDUM

Office of Accounts and Control

TO: Chief Payroll Officers
All State Agencies

DATE: November 1, 2012

FROM: Louise M. Anderson
Associate Controller - Operations

SUBJECT: Payroll Sign-Off Schedule for November 2012
CPO 13-07

The following schedule must be adhered to in order to ensure the timely processing of payrolls. Your cooperation is appreciated.

Pay Period#9 Check Date 11/9/12:

“Sign off” on all payrolls must be completed **no later than 2:00 PM on Monday, November 5, 2012.** The Time & Attendance System will be available after noon on Thursday, November 1, 2012 for posting.

Pay Period#10 Check Date 11/23/09:

“Sign off” on all payrolls must be completed **no later than 12:00 pm on Monday, November 19, 2012.** The Time & Attendance System will be available after noon on Thursday, November 15, 2012 for posting.

The cooperation of each department and agency to adhere to the above schedule would be greatly appreciated.